

**ENGINEERING AND RELATED SERVICES  
JULY 2, 2010**

**STATE PROJECT NO. 700-99-0487  
RETAINER CONTRACT FOR  
BRIDGE PRESERVATION  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**Project Manager** – Mr. Kian Lam Yap

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will perform engineering and related services which may include roadway design, roadway lighting design, fixed and movable bridge design (including rehabilitation and/or repair), permit sketches, drafting, and construction related services for proposed projects covered by this Retainer Contract under separate Task Orders (TO's). The Consultant will be required to execute a TO for each designated project, which shall specify the scope of services, contract time, and compensation. Each executed TO shall become a part of the Retainer Contract.

**SCOPE OF SERVICES**

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

## Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

Part VII: Construction Proposals

The selected Consultant will be required to provide some or all of the following additional services for each Task Order (TO):

### **A. Load Rating**

All bridges shall be load rated in accordance with the AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges. Please see the “LADOTD LRFR Guidelines” for the rating and submittal requirements.

In addition to the above stated requirements, the final rating report package shall include an electronic copy of the final and existing plans for reference

### **B. Non-Destructive Load Testing**

The final non-destructive load testing report package shall include, but is not limited to, the following:

- a) List of scope, instrumentation plan, and required equipment and materials
- b) One hard copy and one electronic copy, in PDF format, of a report containing results, conclusions, and a comparison of measured data with theoretical results calculated using a three dimensional analysis model.

### **C. Design Peer Review**

The scope of service shall include the following but not limited to

- a) Provide peer review of developed plans and perform calculations as needed.
- b) Submit a report summarizing the conclusions, calculations and recommendations.

### **D. Design Software Requirement**

The following is a list of pre-approved software. If any other software is used, a synopsis of the software shall be submitted for approval prior to use.

STAAD  
LUSAS  
Mathcad  
CONSPAN  
MDX  
RC-Pier  
FB-Multipier

PCA Column  
L-Pile  
Virtis

A synopsis of electronic data processing applications for the design of bridges, if not contained in the pre-approved list above, shall be submitted to the DOTD's Bridge Design Engineer for approval prior to use. The synopsis shall include the following:

- a) A general explanation of each electronic data processing application to be used, and certification by the Consultant that it is maintained in accordance with the latest AASHTO LRFD Bridge Design Specifications or Standard Specifications for Highways and Bridges, as applicable.
- b) The name of the developer or the name of the company providing services to the Consultant for each electronic data processing application.
- c) An account of the Consultant's experience and the experience of other organizations or agencies that use each electronic data processing application.

#### **ITEMS TO BE PROVIDED BY DOTD**

- Survey in standard DOTD format (InRoads file), if available
- Right of Way Maps, including Title Research Reports, Updates, Take-Offs, and Property Survey (as required)
- General Bridge Plans or Type Size and Location of Structure (if available)
- Roadway Typical Section
- Plans at an intermediate stage (Electronic files will be provided by DOTD if the project is to be initiated during a phase of development.)
- Geotechnical Design
- Borings
- Pavement design
- Hydraulic Data
- Traffic Data
- Standard Plans
- As-built plans if available
- Available design information and details – The Consultant will be required to work with General Files to view and copy plans.
- Access to Virtis input tables for the On-System Bridges
- DOTD rating guidelines

#### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO LRFD Design Specifications
2. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
3. AASHTO Standards, ASTM Standards or DOTD Test Procedures
4. DOTD Location and Survey Manual
5. DOTD Roadway Design Procedures and Details
6. DOTD Hydraulics Manual
7. Louisiana Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices (MUTCD)
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code
12. National Electric Code (NFPA 70)
13. DOTD Environmental Impact Procedures (Vols. I-III)
14. Policy on Geometric Design of Highways and Streets
15. Construction Contract Administration Manual
16. Materials Sampling Manual
17. DOTD Bridge Design Manual and LRFD Bridge Design Manual
18. Consultant Contract Services Manual
19. Geotechnical Engineering Services Document
20. Bridge Inspectors Reference Manual
21. DOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
22. AASHTO Manual for Bridge Evaluation
23. LADOTD LRFR Guidelines

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$4,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **four years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of

the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

## **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_disclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp). The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual

and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with at least five years experience in the use of the Louisiana Standard Specifications for Roads and Bridges and the Louisiana DOTD Bridge Design Manual, and have a corresponding support staff with the following minimum experience:
  - a) One Professional Civil Engineer registered in the State of Louisiana, with ten years of experience in reinforced concrete and pre-stressed concrete bridges, steel plate girders, fender and pier protection systems, bridge scour repairs, bridge bearings, and bridge expansion joint repairs.
  - b) One Professional Civil Engineer registered in the State of Louisiana, with two years of bridge rating experience.
3. In addition, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a) One Professional Electrical Engineer registered in the State of Louisiana, with five years of experience in designing Roadway Lighting for the DOTD, which was performed within the last five years and corresponding support staff.
  - b) One Professional Civil Engineer registered in the State of Louisiana, with five years experience in Roadway Design.
  - c) One Professional Engineer with a Doctorate or Masters degree in Civil Engineering, registered in the State of Louisiana, with two years of experience in non-destructive load testing of bridge structures. **(Registration in Louisiana is required at the time of contract execution for this Staff Member only.)**
  - d) One Professional Mechanical Engineer registered in the State of Louisiana, with at least ten years experience designing Mechanical Systems for movable bridges and corresponding support staff.
  - e) One Professional Electrical Engineer registered in the State of Louisiana, with at least ten years experience designing Electrical Systems for movable bridges and corresponding support staff.
  - f) One Professional Structural Engineer registered in the State of Louisiana, with ten years of experience in the design of movable bridges and corresponding support staff.
  - g) One Professional Engineer registered in the State of Louisiana, with a minimum of five years experience in geotechnical engineering with corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*All respondents will receive a 4 for this category.

\*\*The Bridge Design Complex (BC) performance rating will be used for this project.

Complexity level (complex)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest– Ex officio
2. Kian Lam Yap – Project Manager
3. Ray Mumphrey
4. Steve Meunier
5. Chad Winchester
6. Paul Fossier

### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public



Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-99-0487**, and will be submitted **prior to 3:00 p.m. CST on Monday, July 19, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1989

## **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.